



Natural Resources Conservation Service  
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December 29, 2006

**WEST VIRGINIA BULLETIN NO:** WV360-7-6

**SUBJECT:** PER – Closing of Federal Offices on January 2, 2007

**Purpose:** To inform employees of the Executive Order to declare January 2, 2007 as a National Day of Mourning in observance of the death of President Gerald R. Ford.

**Expiration Date:** This bulletin expires after contents are noted.

As the nation mourns the loss of President Gerald R. Ford, President George W. Bush has issued an Executive Order to close Federal offices and excuse all Federal employees from duty for the scheduled workday of January 2, 2007, except those who, in the judgment of the head of the agency, cannot be excused for reasons of national security, defense, or other essential public business.

An employee who was previously scheduled to take annual leave on January 2, 2007, will not be charged annual leave (or any other form of paid leave, compensatory time, or credit hours) for that day.

If an employee has scheduled use or lose annual leave for January 2, 2007, and is unable to reschedule that leave for use before the end of the leave year (i.e., January 6, 2007, for most employees) the leave will be forfeited. When use or lose leave is forfeited under these conditions, there is no authority that permits restoration of the leave. If you cannot reschedule your leave, please consider donating to the Leave Donation Program.

Please refer to the enclosed attachment for additional information. If you have questions, or need additional information, please contact William O'Donnell at, 304-284-7543.

/s/ William O'Donnell, Acting For

J. Xavier Montoya  
Acting State Conservationist

Attachment: National Day of Mourning for President Gerald R. Ford

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